

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	HR Administrator
Service:	Organisational Development
Team:	HR
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Payroll and Systems Manager
Responsible for:	n/a
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
To provide effective administrative support in respect of HR, Learning and Development and Payroll	

MAIN DUTIES AND ACCOUNTABILITIES

- To provide administrative support in respect of all aspects of HR, Learning and Development and Payroll as required, including:
 - Dealing with applicants, colleagues, councillors and other customers and stakeholders, in person, by email and on the phone
 - Leading and resolving transactional HR, L&D and Payroll administration tasks
 - Supporting the scheduling of meetings and events
 - Supporting HR financial management such as raising PO requests
- Health and Safety
Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- To provide HR administration to the HR Team (8 people/7 FTE)
- To provide HR customer services support to internal officers and councillors (Waverley Borough Council currently has approx. 430 staff and 57 councillors)

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

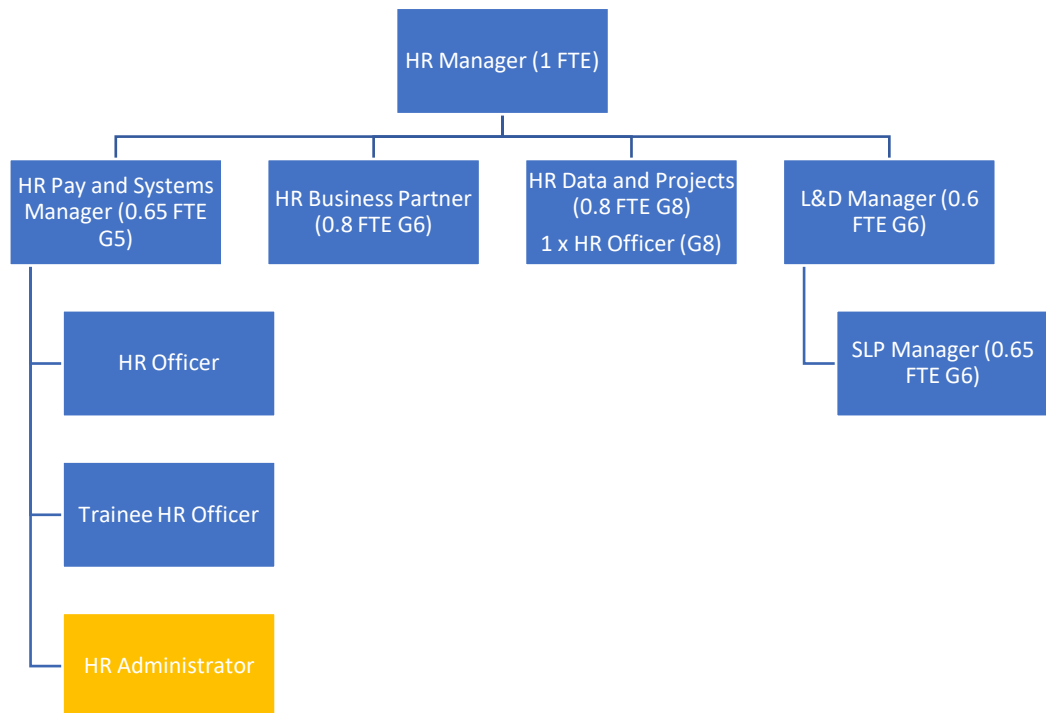
- **Financial:** To use the Agresso system, raising Purchase Orders on request, checking them for accuracy and ensuring HR invoices are paid on time and correctly.
- Supporting the HR Manager with end of financial year administration
- **HR:** To work with the HR Officers to prioritise and lead on the HR email inboxes including sickness reporting and HR, escalating urgent or complex requests as needed.
- To process reference requests, transactional HR enquiries (such as requests for eye vouchers, copies of personal information held on file, etc.)
- To arrange interviews, onboarding, induction and probation meetings.
- To arrange meetings using the HR Zoom account for the team.
- To support the HR team by ensuring all filing on the Civica system is kept up to date.
- To coordinate the Long Term Service Awards process.
- To support the HR Officers, HR Manager and Business Partner with administrative support as needed
- Support team projects as needed
- Assisting with the Job Evaluation process, setting up the panels.
- **Payroll:** To work with the Payroll and Systems Manager and HR Officers to prioritise and manage the iTrent email inboxes escalating complex or urgent requests as needed.
- To manage requests for copies of information such as payslips, P60s and P45s
- **Learning and Development:** To work with the L&D Manager to provide administrative support as needed including oversight of the L&D email inbox, escalating complex or urgent requests as needed.
- **Systems:** To be familiar with HR systems including iTrent, Agresso and Civica and be able to input data into systems correctly.

- **Data:** To understand the need for confidentiality within an HR environment and the importance of accurate data administration

CUSTOMERS AND CONTACTS

- **INTERNAL:** The Leader and Deputy Leader of the Council; other Group Leaders and all elected Members; Chief Executive; Directors; all services and officers at all levels.
- **EXTERNAL:** Other Local Authority HR teams, Surrey Learn Programme, prospective employees of Waverley Borough Council

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
Qualifications/ Education / Training / Experience	Educated to GCSE level or equivalent including a pass (Grade C, Grade 4 or equivalent) at English and Maths	A/I		
	Experience of administrative work	A/I		
Knowledge /Technical Skills	Knowledge of Microsoft including Word, Excel and PowerPoint	A/I	Previous experience within an HR, Payroll or L&D team	
	Computer training and keyboard skills.		Awareness of Safeguarding	A/I
			Understanding of GDPR, data protection and confidentiality	A/I
Communication	Good standard of written and spoken English	A/I		
Customer Service	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	A/I		
	Ability to deal with telephone and personal enquiries courteously.	A/I		
	Accurate spoken English is essential for the post	I		

TEAM WORKING	Ability to work in a small team.	A/I		
	Calm, efficient and effective under pressure.	A/I		
MANAGING SELF AND OTHERS	Attention to accuracy and detail. Ability to work methodically. Able to manage own time and prioritise basic tasks	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Commitment to providing a quality service and maintaining confidentiality of sensitive personal information.	A/I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST*	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A		

* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
Job title:	HR Administrator	Post no:	
Service:	Policy and Governance	JE score:	125
Team:	HR	Pay band:	10
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	1	
	Customer Service:	1	
	Team Working:	1	
	Managing Self and Others:	1	
	Can do approach/Results	1	
REVIEWED BY:	HR Manager	DATE:	August 2024
CHECKED IN:	HR	DATE:	August 2024
LAST UPDATED:	HR	DATE:	August 2024